[COMPANY NAME]

[COMPANY ADDRESS]

**Private and Confidential**

[EMPLOYEE NAME]

[DELIVERED BY EMAIL] **OR** [EMPLOYEE ADDRESS]

[DATE]

Dear [EMPLOYEE NAME],

**Proposed permanent changes to your contract of employment**

Following our recent discussions on [DATE] regarding your [INSERT TERM AND CONDITION], a change to your terms and conditions has been agreed.

The changes are as follows:

**Date effective**: [DATE]

**Changes**: [DETAIL CHANGES]

This is a permanent variation to your contract of employment. All other terms and conditions of employment remain unchanged, and your service is continuous.

[To confirm your acceptance please sign a copy of this letter and return to [NAME] by [DATE].] **OR** [We have sent you this letter electronically and would ask you to add your signature electronically via [DocuSign, HelloSign etc.].]  The change shall be immediately effective from the date of your signature. You should then keep your signed copy of this letter safe together with your Contract, which shall be amended by this letter.

In the meantime, should you have any further queries, please do not hesitate to ask.

Yours sincerely,

[NAME]

[JOB TITLE]

For and on behalf of [COMPANY NAME]

I understand and accept the above terms and conditions as a permanent variation to contract.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_